



Example of Curriculum Coordinator Job Description

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Our company is looking to fill the role of curriculum coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for curriculum coordinator

- Communicate resources, policies, and guidelines to staff, faculty and students
- Track compliance requirements for all medical students
- Collaborate with Student Health, Student Affairs and clinical sites to ensure all students have appropriate clearance and accesses to participate in educational activities
- Support the administration of various committees, , meeting coordination, communications and follow-up
- Manage and track relevant program related expenses and financial transactions
- Education other departments within the institution
- Cross train and support other team members
- Perform other duties as part of collaborative team
- Develop WPC 101 common syllabus, course content and assignments that fulfill the learning outcomes outlined by the University Provost and W
- Build master WPC 101 and WPC 484 Blackboard course shells

Qualifications for curriculum coordinator

- Ability to work independently, part of a diverse group
- Two years related experience in higher education or related field
- Excellent organizational and time management skills – ability to multi-task and complete work in required timelines

- Two years' experience in data management, curriculum, higher education programming, or related field